



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS UNITED STATES ARMY ARMOR CENTER AND FORT KNOX  
FORT KNOX KENTUCKY 40121-5000

CC+RAD

ATZK-AGS

16 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Tuition Assistance

1. IAW information recently received from United States Army Human Resources Command, all officer requests for Separation must contain a statement referencing Tuition Assistance. DA Form 4187s should state whether the officer has or has not received TA. If the officer has received TA all DA Forms 2171-E must be attached and forwarded with DA Form 4187.
2. POC for this memorandum is Ms. Jackson at 624-5079.

PHYLLIS P. JACKSON  
Chief, Personnel Services Branch

CF:

DISTRIBUTION:

Adjutant, Garrison (ATZK-PM-E)  
Adjutant, HHC USAARMC (ATZK-HC)  
Adjutant, HQ USAREC (RCHC)  
Adjutant, HQ 3<sup>D</sup> Bde USAREC (RCMW-S1)  
Adjutant, HQ 1ATB (ATZK-BAZ-A)  
Adjutant, HQ 16<sup>TH</sup> Cav (ATZK-SBZ)  
Adjutant, HQ Eastern Region (ATOB-P&A)  
Adjutant, HQ 3D Bde 85<sup>TH</sup> Div (AFKR-TIL-CA-PR)  
Adjutant, HQ 4<sup>TH</sup> Bde 85<sup>TH</sup> Div (AFKR-TIL-DA)  
Adjutant, Accessions Support Brigade  
Adjutant, 703<sup>d</sup> Ordnance Co (EOD)(AFYB-CE)  
Adjutant, 731<sup>st</sup> Ordnance Co (EOD)(WPAFB)  
USA NCO Academy (ATZK-NC)  
Chief of Personnel, MEDDAC (MCXM-PS)  
Chief of Personnel, DENTAC (MCBM)

NO ACTION needed for this memo

FROM : GEORGIA TECH ARMY ROTC

FAX NO. : 4048944761

Jan. 14 2004 04:57PM P4



DEPARTMENT OF THE ARMY  
HEADQUARTERS SIXTH BRIGADE, EASTERN REGION  
GEORGIA INSTITUTE OF TECHNOLOGY  
UNITED STATES ARMY CADET COMMAND  
ATLANTA, GEORGIA 30332-0115

REPLY TO  
ATTENTION OF:

ATOE-EGA-GI (635-100b)

13 January 2004

MEMORANDUM THRU

Commander, 6<sup>th</sup> Brigade Eastern Region (ROTC), USACC, Savannah, GA 31409

Commander, Eastern Region (ROTC), USACC, Fort. Knox, KY 40121

FOR Commander, Human Resources Command ATTN: AHRC-PDT-PM, Alexandria, VA 22333

SUBJECT: Tuition Assistance Statement for *DCPT FREELoader*

1. I certify that *FRED D. FREELoader, 123456789*, has not applied for, received, or utilized any tuition assistance while assigned as an Assistant Professor of Military Science for the Georgia Institute of Technology Army ROTC Program.

2. The point of contact is the undersigned at:

*[Signature]*  
RICHARD B. PARKER  
LTC, OD  
Professor of Military Science

ANNEX A

2. My initial active duty service obligation due to (USMA/OCS/ ROTC scholarshin or nonsoholarship) (will be) (was) fulfilled (by) (on) (date). I incurred an additional service obligation due to (reason. e.g.. VI. PCS. AOAC. ACS/TA. etc.) which will expire on (date). (If ADSO has not been fulfilled, officer must request a waiver of the unfulfilled ADSO.)

**If tuition assistance ADSO has not been fulfilled the following statement must be added to the end of paragraph 2.**

I request my ADSO for tuition assistance be amended and the recoupment provisions waived. I understand that I must complete this obligation in the Reserves. I (will) (will not) request withdrawal of my request for release from active duty if my request for amendment of ADSO/recoupment is disapproved. A copy of my tuition assistance contract is at enclosure 1.

ANNEX A

**(Letterhead)**

**Office symbol (MARKS number) (Date)**

MEMORANDUM THRU (Channels)

FOR: CDR, HRC (AHRC-PDT-PM) or The Judge Advocate General (DAJA-PT) or Chief of Chaplains (DACH-PER) or CDR, ARPERCEN(ARPC-OP) for ADT or ADSW or CDR, ARPERCEN(ARPC-AGR) for AGR or CNGB (NGB-ARP-O)

SUBJECT: Request for Voluntary Release from Active Duty or early release from ADT, ADSW, OR TTAD (as appropriate).

1. I, **(name, grade, branch, SSN)**, hereby request voluntary release from active duty or early release under AR 600-8-24, **(add appropriate paragraph number)** effective **(date)** or as soon as practicable thereafter.

2 AR 600-8-24 • 21 July 19952. Reason for voluntary release from active duty or early release: **(hardship, essential to national interest, pregnancy, attend school, enlistment/reenlistment in the RA, assigned to medical hold, in lieu of involuntary early release, whichever applies).**

3. **(When reason is pregnancy, include)** I understand this request may only be withdrawn with the approval of HQDA, even though the reason for submission may change. **(Also, include certification of pregnancy.)**

4. I understand that if my release from active duty is accepted that my character of service will be characterized as Honorable or Under Honorable Conditions.

5. I understand that if I participated in certain advanced education programs, I may be required to reimburse the U.S. Government as stated in written agreement made by me with the U.S. Government under law and regulations.

6. Present duty station:

Assignment:

Attachment, **(if any)**:

7. I **(do) (do not)** desire separation overseas. **(Applicable only if currently serving in an overseas area.)**

8. As of **(the date of this application)**, I have **(number)** days of accrued leave. I **(do) (do not)** plan to take transition leave. I plan to take **(number)** days leave **(if applicable)**.

9. My mailing address immediately after release from active duty will be **(complete address)**.

**JANE J. DOE**

**Captain, ADA**

**(SSN)**

### GENERAL INFORMATION FOR THE 06

The first colonel (06) in the chain of command or supervision must interview and counsel those officers (except Chaplains, Judge Advocates, and AMEDD personnel) who have less than 10 years active commissioned service.

Chaplains, Judge Advocates, and AMEDD personnel, who have less than 10 years active commissioned service, will be counseled by a senior member of their branch in their chain of technical supervision or someone specifically designated by their branch.

The counseling requirements are waived for those Other Than Regular Army (OTRA) officers who are first-time nonselects for promotion.

The counseling will include: (1) advice regarding the opportunities rendered a military service careerist; (2) a discussion of the officer's previously achieved investment in the Army; (3) advice concerning the USAR; (4) a determination as to whether the officer has satisfied all applicable service obligations, as computed by PERSCOM; (5) a determination that the officer is not under investigation or charges, awaiting results of trial, or being considered for administrative elimination; (6) a determination that the officer is not absent without leave (AWOL), in the confinement of civil authorities, suffering from a severe mental disease or defect, or in default in respect to public property or public funds; and (7) Reserve Commissioned officers will be encouraged to retain his or her commissioned status in the USAR. Information concerning USAR career opportunities may be obtained from: COMMANDER, ARPERCEN, ATTN: ARPC-OP, 9700 PAGE BOULEVARD, ST LOUIS, MO 63132-5200, TELEPHONE 1-800-325-4898.

A brief synopsis of the consultation including the REASONS given by the officer for submitting his/her request for release from active duty MUST be included in the 06's endorsement.

THE FOLLOWING MUST BE ON THE FIRST MEMORANDUM  
(AR 600-8-24, Officer Transfers and Discharges, 21 July 1995,  
chapter 2, paragraph 2-6).

APPROPRIATE LETTERHEAD

OFFICE SYMBOL (600-8-24)

DATE

ORGANIZATION INITIATING MEMORANDUM

MEMORANDUM THRU

YOUR CHAIN OF COMMAND

United States Army Armor Center and Fort Knox, (ATZK-AGO), Fort  
Knox, KY 40121-5000

FOR United States Total Army Personnel Command, (TAPC-PDT-PM),  
200 Stovall Street, Alexandria, VA 22332-0478

Subject: Request for Voluntary Release from Active Duty - **Rank,**  
**Name, and SSN**

1. Recommend (approval) (disapproval). (If approval is recommended and officer has not fulfilled a service obligation, complete justification will be included. Recommendations for disapproval require reasons.)
2. Officer reported on current tour of active duty on date (type of tour, effective date, and date of termination of current active duty commitment).
3. Services of officer have been such as to entitle (him) (her) to release from active duty with a characterization of service as (honorable) or (under honorable conditions).
4. Officer (is) (is not) occupying a key position and a replacement (will) (will not) be required.
5. Medical board or physical evaluation board proceedings (are) (are not) pending or appropriate.
6. Officer (is) (is not) responsible for public property or funds.

ANNEX C

**OFFICE SYMBOL**

**SUBJECT:** Request for Voluntary Release from Active Duty - **Rank, Name, SSN**

7. Officer **(is) (is not)** under investigation; charges; awaiting results of trial; absent without leave; indebted to the government; "or" elimination proceedings under the provisions of AR 600-8-24, chapter 4 **(are) (are not)** pending or appropriate.

8. Officer **(is) (is not)** undergoing a course of instruction or period of training which would result in an active duty service obligation.

9. This action **(is) (is not)** in contravention with AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS), 30 October 1987.

**# Encls**

**SIGNATURE BLOCK**

1. **List enclosures**

**PAGE NUMBER**

*ANNEX C*

OTHER MEMORANDUMS MUST INCLUDE  
(AR 600-8-24, Officer Transfers and Discharges, 21 July 1995,  
chapter 2, paragraph 2-6)

APPROPRIATE LETTERHEAD

OFFICE SYMBOL (600-8-24a)

DATE

ORGANIZATION INITIATING MEMORANDUM

MEMORANDUM THRU

YOUR CHAIN OF COMMAND

United States Army Armor Center and Fort Knox, (ATZK-AGO), Fort  
Knox, KY 40121-5000

FOR United States Total Army Personnel Command, (TAPC-PDT-PM),  
200 Stovall Street, Alexandria, VA 22332-0478

SUBJECT: Request for Voluntary Release from Active Duty - **Rank,**  
**Name, and SSN**

1. Recommend (approval/disapproval). (If approval is recommended and the officer has not fulfilled a service obligation, complete justification will be included. Similarly, recommendations for disapproval will state reasons.)
2. Services of officer have been such as to entitle (him) (her) to release from active duty with characterization of service as (honorable) or (under honorable conditions).
3. (Any other information the commander desires to have considered.)
4. This action (is) (is not) in contravention with AR 600-8-2, Suspension of Favorable Personnel Actions (FLAGS), 30 October 1987.

# Encls

SIGNATURE BLOCK

1. List enclosures

ANNEX C



## **PERNET INSTRUCTIONS**

1. Double click on the PERNET ICON.
2. Enter user ID (ALXTF2R) (TAB) to the password position.  
Enter (PASSWORD) (TAB) to the # position.  
Enter Account # (ZDFTCAS1) press enter.
3. At the next screen tab down to TOPMIS press enter.  
At the next screen type "omiss" enter.
4. At the next screen enter option ID (TAB) to the password  
Enter password.
5. At next screen type 01 Officer Record Data.
6. At next screen check for each of the following:  
05 – ADVERSE ACTION.  
08 – CIVILIAN EDUCATION.  
Enter each one separately tab, next type the letter OSSN# press enter.
7. After you have checked on this you can type PM to take you to the previous screen, than type the letter E to exit.